



CITY OF SEATTLE

Early Learning Training Coordinator

SALARY: \$30.55 - \$35.69 Hourly
LOCATION: Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE: Classified Civil Service, Regular, Full-Time
SHIFT: Day
DEPARTMENT: Department of Education and Early Learning
BARGAINING UNIT: Not represented
CLOSING DATE: 08/02/2016 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Seattle has created and funded several preschool programs, such as the Child Care Assistance Program (CCAP) and the Seattle Preschool Program (SPP). Teachers will need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. In order to guarantee the quality of these early learning programs, the Department of Education and Early Learning (DEEL) is looking for an Early Learning Training Coordinator to help design, coordinate, implement, and manage a high volume of trainings for early learning educators.

Working within the Department of Education and Early Learning, you will partner with both internal and external stakeholders to develop efficient processes to meet the training needs of early learning professionals, including the instructional design, development, execution, and evaluation of all City-required training events. These trainings will be required for all early learning professionals who contract with the City, as directed by the QPPD Manager, and/or the legislative directive. In addition, you'll be responsible for the end-to-end logistical coordination of all training events, including instructor support, materials, catering, facilities, and managing the budget.

Do you want to be part of the success of this program? Here's what you'll need to be able to do:

Coordinate large-scale events by:

- Establishing and maintaining relationships with external training organizations, consultants, facilities, and contractors
- Visiting, negotiating, selecting, and securing venues for each training
- Planning the layout for each event
- Coordinating and monitoring event timelines to ensure deadlines are met
- Convening a team to help staff large training events, including external partners and other City personnel (such as IT)
- Managing registration and attendee tracking
- Conducting pre- and post-event evaluations

Successfully promote these events by:

- Marketing available training opportunities to the early learning community
- Initiating, coordinating, and/or participating in all efforts to publicize events
- Working with DEEL Outreach Manager to ensure all marketing and registration materials meet City standards
- Preparing training presentations and other materials to post on the DEEL website
- Working with printer and graphic designer to develop training brochures and materials

Ensure the quality and effectiveness of these events by:

- Researching the most effective training designs and methodology to increase access to training opportunities for Seattle's culturally and linguistically diverse early learning educators
- Ensuring all training is delivered through an RSJI lens and through a variety of modalities
- Designing and applying assessment tools to measure training quality and effectiveness
- Creating quarterly training reports
- Evaluating and making recommendations on all trainings, materials, and methodology
- Ensuring all trainings are MERIT approved and entered into the teachers' MERIT training record

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Bachelor's Degree in Education, Training/Development, Psychology, Public Administration, Human Resources, or a related field
- Two years of professional experience coordinating multiple training events each month within an educational setting; designing and implementing adult training or education courses, project management training, and/or in programs that involved event planning, conducting, developing, & coordinating training courses, and administering training contracts
- A valid driver's license

DESIRED QUALIFICATIONS:

In addition to the above:

You will be most successful if you also have knowledge of:

- Adult instructional and learning theory and principles
- Instructional design
- Training methodologies
- Learning management systems
- Competency assessment
- Web delivery tools

You will also have experience in:

- Comprehensive event planning
- Conducting outreach to diverse communities and a non-traditional workforce

You will possess the following advanced skills:

- Computer and graphic design, including Microsoft Office
- Organizational abilities capable of coordinating several events simultaneously
- Writing and editing
- Multitasking
- Communication

ADDITIONAL INFORMATION:

This position is classified as a Training & Education Coordinator. This position will require the ability to work a flexible schedule, as attendance at meetings in the evenings or weekends will be required at times. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS

In order to be considered for this position, you must submit your application, cover letter and resume at www.seattle.gov/jobs no later than **4:00 PM Pacific Time on Tuesday, August 2nd, 2016**. In your cover letter, please detail how your background, education, training, and experience prepare you to execute the duties of this role. This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016- 01089

<http://www.seattle.gov/jobs>
EARLY LEARNING TRAINING COORDINATOR
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



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